



FINANCIAL PROPOSAL FORM

(Annex 3.4.2 to Tender Specifications No EASO/2013/121)

PRICE LIST

TABLE 1 - CONFERENCE VENUE:

<u>Conference Venue Rental</u> as defined point 1.2.1 of the tender specifications	Unit	Price per unit in €	VAT% (If applicable)
Main Hall for the Plenary Session accommodating between 80 - 100 Delegates complete with Internet Connection, Wi-Fi Service and Public Address System in the Hall uncluding Signage from the Entrance of the Conference Venue to the Meeting Hall	1 Full Day		
Main Hall for the Plenary Session accommodating between 60 - 80 Delegates complete with Internet Connection, Wi-Fi Service and Public Address System in the Hall including Signage from the Entrance of the Conference Venue to the Meeting Hall	1 Full Day		
Main Hall for the Plenary Session accommodating between 40 - 60 Delegates complete with Internet Connection, Wi-Fi Service and Public Address System in the Hall including Signage from the Entrance of the Conference Venue to the Meeting Hall	1 Full Day		
Meeting Room for the Breakout Session accommodating up to 25 Delegates complete with Internet Connection, Wi-Fi Service and Public Address System in the Hall including Signage from the Entrance of the Conference Venue to the Meeting Hall	1 Full Day		

Signature of the tenderer' Legal Representative

<u>Conference Venue Rental</u> as defined point 1.2.1 of the tender specifications	Unit	Price per unit in €	VAT% (If applicable)
Meeting Room for the Breakout Session accommodating up to 25 Delegates complete with Internet Connection, Wi-Fi Service and Public Address System in the Hall including Signage from the Entrance of the Conference Venue to the Meeting Hall	1 Full Day		
Meeting Room for the Breakout Session accommodating up to 25 Delegates complete with Internet Connection, Wi-Fi Service and Public Address System in the Hall including Signage from the Entrance of the Conference Venue to the Meeting Hall	1 Full Day		
Meeting Room for the Breakout Session accommodating up to 25 Delegates complete with Internet Connection, Wi-Fi Service and Public Address System in the Hall including Signage from the Entrance of the Conference Venue to the Meeting Hall	1 Full Day		
Hall for the Gala Dinner accommodating between 80 and 100 Delegates complete with Wi-Fi Service and including Signage form the Entrance of the Conference Venue or from the Meeting Rooms to the Hall	1 Half Day		
Hall for the Gala Dinner accommodating between 60 - 80 Delegates complete with Wi-Fi Service and including Signage form the Entrance of the Conference Venue or from the Meeting Rooms to the Hall	1 Half Day		
Hall for the Gala Dinner accommodating between 40 - 60 Delegates complete with Wi-Fi Service and including Signage form the Entrance of the Conference Venue or from the Meeting Rooms to the Hall	1 Half Day		

Signature of the tenderer' Legal Representative

TABLE 2 – TECHNICAL EQUIPMENT AND ASSISTANCE:

Equipment and Technical Assistance as defined point 1.2.2 of the tender specifications	Unit	Price per unit in €	VAT% (If applicable)
1 Technician to assist with the proceedings of the event	1 Hour		
Business Centre Facilities including access to a Telephone for local calls, the Internet, Printer, Photocopying Machine and Fax Machine	1 Full Day		
Data Video Projector	1 Full Day		
Flip Chart with Flip Chart Paper and at least 2 Markers	1 Full Day		
Flags for Indoor Use (Malta and EU)	1 Full Day		
Headset and Receiver	1 Full Day		
Interpretation Booth	1 Full Day		
Lapel Microphone	1 Full Day		
Laptop with Windows XP or Windows 7, Internet Explorer and Adobe Reader at least 10 or higher	1 Full Day		
LCD or Plasma Screen	1 Full Day		
Microphone (for Speakers and Delegates)	1 Full Day		

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Equipment and Technical Assistance as defined point 1.2.2 of the tender specifications	Unit	Price per unit in €	VAT% (If applicable)
Notice Board with Stand	1 Full Day		
Podium with Microphone	1 Full Day		
Photocopy/Printed Sheet (Black and White)	1 Sheet		
Photocopy/Printed Sheet (Colour)	1 Sheet		
Projection Screen	1 Full Day		
Recording of Proceedings on DVD	1 Full Day		
Roving Handheld Microphone	1 Full Day		
Tele-Conferencing	1 Full Day		
Video Conferencing	1 Full Day		
Writing Pad and Pen for Delegates	1 Delegate		

Signature of the tenderer' Legal Representative

TABLE 3 – CATERING:

Catering Requirements as defined point 1.2.3 of the tender specifications	Unit	Price per unit in €	VAT% (If applicable)
Water for Delegates in Meeting Hall	1 Bottle		
Coffee Break with Biscuits (for between 80 and 100 people)	1 Person		
Coffee Break with Biscuits (for between 60 and 80 people)	1 Person		
Coffee Break with Biscuits (for between 40 and 60 people)	1 Person		
Coffee Break with Muffins (for between 80 and 100 people)	1 Person		
Coffee Break with Muffins (for between 60 and 80 people)	1 Person		
Coffee Break with Muffins (for between 40 and 60 people)	1 Person		
Buffet Lunch - Stand up or Seated (for between 80 and 100 people)	1 Person		
Buffet Lunch - Stand up or Seated (for between 60 and 80 people)	1 Person		
Buffet Lunch - Stand up or Seated (for between 40 and 60 people)	1 Person		
Working Lunch (to be served within the Meeting Hall)	1 Person		

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<u>Catering Requirements</u> as defined point 1.2.3 of the tender specifications	Unit	Price per unit in €	VAT% (If applicable)
Finger Food Reception with at least 12 varied cold and hot items	1 Person		
Gala Dinner – 3 Course Meal	1 Person		
Gala Dinner – 4 Course Meal	1 Person		
Welcome Drink Package (a welcome drink and at least 2 varieties of canapés)	1 Person		
Beverage Package for Lunches	1 Person		
Beverage Package for Dinners	1 Person		
Wine Package (Red and White)	1 Bottle		
Printed Menu	1 Menu		
Small Flower Table Arrangement	1 Flower Arrangement		
Chair Cover	1 Cover		
Public Address System (Roving Microphone for use during the Gala Dinner)	1 Half Day		
Cloakroom Space	1 Half Day		

Signature of the tenderer' Legal Representative
